

Health and Human Services

304.7101

(OAMP) to the contracting office within the servicing agency;

(4) A four digit fiscal year designation (e.g., 2005, 2006);

(5) A five digit alphanumeric tracking number the content of which is determined by the contracting office within the servicing agency; and

(6) A one digit code describing the type of contract action:

- C New Definitive Contract
- P Purchase Using Simplified Acquisition
- I Indefinite Delivery Contract (IDIQ)
- O Basic Ordering Agreement (BOA)
- B Blanket Purchase Agreement (BPA)
- F Facilities Contract
- U Contracts placed with or through other Government departments, GSA contracts, or against mandatory source contracts such as the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR)
- L Lease Agreement
- W Government-wide Acquisition Contract (GWAC)
- E Letter Contract
- G Federal Supply Schedule
- M Micropurchase

For example, the first contract for NIH, National Cancer Institute, for fiscal year 2005 may be numbered HHSN261200500001C.

(c) *Numbering system for orders.* Order numbers will be assigned to contracts with orders. The order number shall be up to a seventeen digit number consisting of the following:

(1) The three digit identification code of the Department (HHS);

(2) A one digit numeric identification code of the servicing agency:

- O Office of the Secretary
- P Program Support Center
- M Centers for Medicare & Medicaid Services
- F Food and Drug Administration
- D Centers for Disease Control and Prevention
- I Indian Health Service
- S Substance Abuse and Mental Health Administration
- N National Institutes of Health
- H Health Resources and Services Administration
- A Agency for Health Care Research and Quality;

(3) The three digit numeric identification code assigned by the Office of Acquisition Management and Policy

(OAMP) to the contracting office within the servicing agency;

(4) An alphanumeric tracking number, up to ten characters, the content of which is determined by the contracting office within the servicing agency.

(d) *Numbering system for other acquisitions.* The HCA is responsible for developing a numbering system for the acquisitions other than contracts listed in paragraphs, (a)(4) through (a)(6) of this section, and any other types of acquisitions that may be used.

(e) *Assignment of identification codes.* Each contracting office of the Department shall be assigned a three digit identification code by the OGAM. Requests for the assignment of codes for newly established contracting offices shall be submitted by the headquarters acquisition staff office of the contracting activity to the OGAM. A listing of the contracting office identification codes currently in use is contained in the Enhanced Departmental Contracts Information System Manual.

[66 FR 4224, Jan. 17, 2001, as amended at 70 FR 39, Jan. 3, 2005; 70 FR 11583, Mar. 9, 2005]

Subpart 304.71—Review and Approval of Proposed Contract Awards

304.7100 Policy.

This subpart requires each HCA (not delegable) to establish review and approval procedures for proposed contracts actions to ensure that:

(a) Contract awards are in conformance with law, established policies and procedures, and sound business practices;

(b) Contractual documents properly reflect the mutual understanding of the parties; and

(c) The contracting officer is informed of deficiencies and items of questionable acceptability, and corrective action is taken.

304.7101 Procedures.

(a) All contractual documents, regardless of dollar value, are to be reviewed by the contracting officer prior to award.

(b) The HCA is responsible for establishing review and approval procedures